

School Improvement Review 2004 – Partnership Agreement

Introduction to Partnership Agreements

A *Partnership Agreement* represents the culmination of a year's work during *School Improvement Review*. It summarises some of the key findings of the review and provides a statement of the school priorities for the cycle of the review process. It portrays the school's present circumstances and outlines future targets for school improvement. A *Partnership Agreement* is an important document that will be copied and provided to all parents and interested members of the school community as well as the Department and wider public.

The "School Partnership Agreement Template" provides a framework that should be used when writing a *Partnership Agreement*. The template has been provided to ensure a standard format is being used in all schools.

Guide to Completing the Partnership Agreement

Page 1: This is the front and title page of the document. The name of the school should be entered at the top and on the first line of text. The dates of the *Partnership Agreement* cycle should be entered beneath the heading and as the number of years in the first line of text. The signatures and date of signing should be finalised by the **close of the current school year**.

Signing the Document

There is capacity to vary the number and title of the signatories to the *Partnership Agreement* on the front page. The Principal, District Superintendent and a parent representative must sign. Some schools may also wish to have a student representative and/or a staff representative sign the document while others have a number of parent organisations to represent

Page 2 and Page 3: Note that pages 2 and 3 of the template will print as A4 and are to be photocopied (side-by-side) on to A3 size of paper, this will form the centre page of the document. The State Government's requirements for mandatory outcome targets must show the school or college contribution to the state targets (see the document *State Targets – School Improvement Review 2003* for details). The link between the outcome targets specified and the findings from the Review must also be shown. School communities need to decide upon other targets to be included. The goal is for each *Partnership Agreement* to have a balanced and challenging yet achievable, set of outcome targets. As part of the review process, district superintendents will advise and assist schools in achieving this goal.

Page 4: This page is available for the school to complete giving appropriate background information to the Partnership Agreement. The headings below were those used in the previous template. The school can choose to use these heading or construct their own.)

- Our School and Community
- The Students
- The Staff
- The Facilities
- The Curriculum
- Statement of School Purpose, Beliefs and Values

Schools are encouraged to include meaningful, precise and comparative data about students' learning outcomes in relation to the surveys conducted as part of the school review process, literacy and numeracy - using results derived from standardised tests, statewide monitoring tests and TASSAB assessments. Those schools that have been able to assemble appropriate current data during the year and data from previous years can make good use of this information for 'tracking' purposes. Some schools may also be in a position to report against broader student learning outcomes. It is recommended that principals consult with their district superintendent where decisions need to be made in relation to prioritising the type of data contained in this page.

Guide to Using the School Partnership Agreement Template

1. There are two documents available on the Intranet: these instructions and the "School Partnership Agreement Template". Download the documents you require to your local system. The easiest way to do this is to right-click the link to the file you wish to download, then select "Save Target As..." from the list of options. Save the documents to an appropriate location on your local system.
2. If you wish to print these guidelines, you can download them from the main Partnership Agreement web page and print them from Acrobat Reader. This will give a better format than printing from the web page itself.
3. The "School Partnership Agreement Template" is a word template from which you can begin compiling your own Partnership Agreement. If you wish, though this is not absolutely necessary, you can save the template into Word's *templates* folder. To do this open the document, select "Save As..." and make sure the "Save as type" is set to "Document template", then save the document in Word's templates folder. If you do this, the template appears on the *General* tab when you click **New** on the **File** menu. For more information on templates see the **Help** menu in Word.
4. Note that pages 2 and 3 of the template will print as A4 and are to be photocopied (side-by-side) on to A3 size of paper, this will form the centre page of the document.
5. There are no restrictions to the size and/or type of font unless legibility and clarity are likely to be compromised.
6. The finished electronic version needs to be printed off and photocopied onto a **single backed sheet of A3 paper**.

Procedures for Signing and Finalising Partnership Agreements

District superintendents work with principals and school communities in reviewing data from *School Improvement Review* and setting outcome targets. District superintendents will ensure that the process for establishing outcome targets has been sufficiently consultative and comprehensive and that appropriate information has been entered in the *Partnership Agreement*.

All Partnership Agreements **must be finalised by the close of the current school year**.

Partnership Agreements should be treated as draft until signed by:

- a parent representative;
- the District Superintendent; and
- the Principal.

Schools and their communities should see the *Partnership Agreement* signing as a significant event to be celebrated. The signing may be incorporated into other end-of- year celebrations such as speech nights, or may be treated as a separate event.

Three copies of the *Partnership Agreement* should be signed at the signing ceremony. One copy is retained by the school, one is retained by the District Superintendent, and the third is sent to the Deputy Secretary (Schools and Colleges) of the Department of Education. An electronic version of the *Partnership Agreement* should also be forwarded to the District Superintendent and the Office for Educational Review: (educational.review@education.tas.gov.au).

The Deputy Secretary (Schools and Colleges) will acknowledge receipt of the partnership agreement in writing.

Schools should organise printing of sufficient copies of partnership agreements for distribution to all parents and interested members of the school community.